



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
SCHOOL IMPROVEMENT – FEDERAL GRANTS MANAGEMENT  
PO BOX 480, JEFFERSON CITY MISSOURI 65102-0480  
**SINGLE-FUNDING CERTIFICATION**

SCHOOL DISTRICT NAME	COUNTY-DISTRICT CODE
DISTRICT (Program) CONTACT	FORM DUE DATE

### SINGLE-FUNDING CERTIFICATION

**This form is required to be signed twice annually by the employee(s) paid solely with federal funds (for example, Title I, Title II, etc.) and should be available for audits and review during a monitoring visit by a staff member of the Missouri Department of Elementary and Secondary Education.**

OMB Circular A-87, dated May 17, 1995, states, "where employees are expected to work solely on a single Federal award...their salaries and wages will be supported by periodic certifications that the employees worked solely on that program for the period covered by the certification. These certifications will be prepared at least semi-annually and will be signed by the employee or supervisory official having first-hand knowledge of the work performed by the employee."

I, \_\_\_\_\_ certify that 100% of my time has been spent  
(Name and Job Title)

performing duties associated with \_\_\_\_\_ for the period of  
(Name of Funding Source)

July 1 through December 31 or January 1, through June 30, of the current year.

(Please indicate, by circling or underlining, the period of time certified.)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature (optional)

\_\_\_\_\_  
Date

### DIRECTIONS

Questions, contact: Phone: (573) 526-5658; Fax: (573) 526-6698; or e-mail to: [webreplyfedpro@dese.mo.gov](mailto:webreplyfedpro@dese.mo.gov) Visit DESE's website at: [dese.mo.gov](http://dese.mo.gov)

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